



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

Kenneth Hahn Hall of Administration  
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WILLIAM T FUJIOKA  
Chief Executive Officer

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

22 DECEMBER 14, 2010

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

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December 14, 2010

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS  
TO IMPLEMENT THE FISCAL YEAR 2010-2011 SUPPLEMENTAL BUDGET  
AND OTHER CLASSIFICATION UPDATES  
(ALL SUPERVISORIAL DISTRICTS - 3 VOTES)**

**SUBJECT**

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by implementing new positions countywide in conjunction with the Fiscal Year (FY) 2010-2011 Supplemental Budget, by adding new unclassified classifications, by deleting classifications, and by changing the titles of non-represented classifications as recommended by the Chief Executive Office.

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to:

1. Update the departmental provisions to reflect positions allocated in the FY 2010-2011 Supplemental Budget and other related adjustments as necessary.
2. Add two (2) unclassified classifications in the Departments of Chief Executive Officer and Probation.

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3. Delete two (2) represented and four (4) non-represented classifications from the County Classification Plan.
4. Change the title of two (2) non-represented classifications in the Department of Agricultural Commissioner/Weights and Measures.

### **PURPOSE/JUSTIFICATION FOR RECOMMENDED ACTIONS**

Your Board of Supervisors' (Board) approval of this ordinance will fulfill the Charter requirement to provide, by ordinance, for the number of County employees. It will also provide the authority for County departments to fill new positions allocated in the FY 2010-2011 Supplemental Budget, delete positions no longer needed or as a result of curtailments, and make other adjustments as necessary. These recommendations are a routine part of the annual budget process.

### **New Classifications**

#### **Chief Executive Officer**

One new unclassified classification, Chief Legislative Representative (UC), is being established for the Intergovernmental and External Affairs section of the Chief Executive Office (Attachment A). Two existing positions are being laterally reclassified to this new classification, one each for the Sacramento and Washington DC offices, and will continue to independently manage each office on a day-to-day basis. These highly specialized and accountable positions will be uniquely responsible for the County's State and Federal legislative advocacy and will assist in the development of the County's legislative priorities and policies and the implementation of the County's Legislative Agenda adopted by your Board annually. The reporting structure of the Chief Legislative Representative positions within the Intergovernmental and External Affairs section of the Chief Executive Office is consistent with the guidelines of the County Charter regarding unclassified positions. The reclassification of these positions to unclassified status will allow for greater flexibility and control, and involves no increase in compensation for the positions.

#### **Probation**

As part of Probation Department's executive management reorganization approved by your Board on June 29, 2010, the new class of Director, Management Services, Probation (UC), is being created to afford an executive level position to provide critical and sensitive management services significant to its business operations (Attachment A). This is a two position classification reporting to the Probation Officer and is part of the executive team within the Probation Department. Positions allocable

to this class are responsible for directing critical and sensitive management services in areas such as pre-employment background checks, internal affairs investigations, training of mission-related classifications, performance management, risk management, public information and media services, and intergovernmental relations.

#### Deleted Classifications

We are recommending the deletion of two (2) vacant represented classifications (Attachment A). The represented classes have been approved for deletion by the Employee Relations Commission (ERCOM) and the affected departments have been informed of and have consented to these deletions.

We are also recommending the deletion of four (4) vacant non-represented classifications (Attachment A). These specialized contract analyst classifications were established in July 2009 and were never utilized. One month prior to the implementation of the Countywide Contract Analyst Occupational Study, the County consultant released its findings for the County's Human Resources (HR) Study. One of the major findings of the HR Study was that the County had too many specialized classifications. The recommendation was to establish and/or to utilize more broad-based generic classifications in order to reduce the number of unnecessary specialized classifications. Based on these findings we will not be utilizing these four new specialized contract analyst classifications. We will recommend an alternative utilizing existing classifications in the near future. This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

#### Title Changes

We are recommending title changes for two (2) Metrology Technician classes in the Department of Agricultural Commissioner/Weights and Measures to be consistent with and reflect titles recognized by the industry for this profession (Attachment A).

#### Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

**FISCAL IMPACT/FINANCING**

The cost of and financing for the new position recommendations have been included in the FY 2010-2011 Supplemental Budget.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Pursuant to Article III, Section 11(3) of the Charter of the County of Los Angeles, the Board of Supervisors is to provide, by ordinance, for the number of assistants, deputies, clerks, attaches, and other persons employed in the service of the County. The County Charter also authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these recommendations will enable departments to effect personnel actions associated with the FY 2010-2011 Supplemental Budget. Ultimately, this will enhance the quality of services provided to the public.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:EFS:SJM  
AE:CS:ra

Attachment

c: Department of Human Resources  
Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Affected Departments

**ATTACHMENT A****UNCLASSIFIED CLASSIFICATIONS RECOMMENDED FOR ADDITION**

<b>Proposed Savings/ Cafeteria Benefit Plan</b>	<b>Item No.</b>	<b>Title</b>	<b>Salary Schedule &amp; Level</b>
Savings/ Megaflex	0857	Chief Legislative Representative (UC)	N23 R17
Savings/ Megaflex	8634	Director, Management Services, Probation (UC)	N23 R14

**REPRESENTED CLASSES RECOMMENDED FOR DELETION**

<b>Item No.</b>	<b>Title</b>
5255	Occupational Health Nurse Specialist
4881	Tissue Technician

**NON-REPRESENTED CLASSES RECOMMENDED FOR DELETION**

<b>Item No.</b>	<b>Title</b>
0992	Associate Contract Analyst
0993	Contract Analyst
1005	Section Manager Contracts
0994	Senior Contract Analyst

**NON-REPRESENTED CLASSES RECOMMENDED FOR TITLE CHANGE**

<b>Item No.</b>	<b>Current Title</b>	<b>New Title</b>
3096	Metrology Technician I	Metrologist
3097	Metrology Technician II	Senior Metrologist